

## Conference Call Notes and Action Items April 30, 1998 3:30-4:30 p.m. EDT

### Participants:

Judith Holm, DOE-AL	Markus Popa, RW-44
Betty Nolan, DOE-HQ-CI	Dave Crose, IN-MWCSG
Ray English, DOE-NR	Greg Sahd, DOE-CAO-WIPP
Fred Butterfield, DOE-HQ-EM-22	Audrey Adamson, UETC- TEC/WG Program Support
Ken Niles, OR-WIEB	Seth Kirshenberg, ECA
Judith Bradbury, PNL	Elizabeth Helvey, JK Associates
Chris Wentz, NM-WGA	

### Summary:

The TEC/WG Communications Topic Group's first conference call addressed the membership, scope, and direction that the current participants would like to see this Topic Group address.

Judith Holm made a brief introduction and described how and why the larger TEC/WG recommended that a separate Communications Topic Group was needed. The Topic Group was chartered to examine what tools and what processes DOE currently uses to communicate and how they coordinate internally. TEC/WG Topic Group Members expressed interest in reviewing transportation/emergency preparedness materials currently under development.

The Topic Group reviewed the initial Topic Group membership and recommended that a representative from the DOE Foreign Research Reactor Spent Fuel Program (FRR SNF Program) participate in the discussions.

Discussion focused on the development of some goals and actions that this Topic Group would address. Ken Niles commented that the aforementioned goals were good ones as he and colleagues in the west were seeing many and varied sources for press releases on the FRR SNF Program shipments. He stated that this highlighted the need for a single POC or at least some serious coordination between DOE-HQ and its field offices. Chris Wentz suggested that the Group move towards coming up with a Framework of set of Guidelines on how all DOE Programs might approach communications for shipping campaigns. There was wide support for this idea.

Ray English and several members suggested that the Group poll the TEC/WG Membership and various DOE Programs that have transportation and emergency management elements and collect samples of brochures, fact sheets, videos, etc. (nothing older than two years)

### Action#1:

UETC Staff will draft a letter to TEC/WG Membership and to DOE Program contacts requesting sample information materials. This draft will be coordinated through Judith Holm and Martha Crosland. The Topic Group Members were asked to mail their selected materials to: Audrey Adamson; UETC; Box 341133; Bethesda, MD 20827-1133. They will be collated and bound into a notebook. This will be available for review at the July Meeting. An index of these publications will be prepared and mailed to the Topic Group.

### Action#2:

UETC Staff will distribute DOE Senior Executive Forum Action Item Plan with Conference Call Notes.

Status: Completed

Action

#3:

Fred Butterfield will contact Bud Ward at the National Safety Council/Environmental Health Center for copies of the EPA/WIPP Media Booklet. UETC will distribute this with the meeting notes.

Status: Completed

The discussion moved on to the issue of notifications and how States and local government officials are notified when DOE shipments are underway. Seth Kirshenbergh explained that this has been a problem because there is no consistent DOE policy on notifications and that States have various mechanisms for notifying local officials. He suggested that the Topic Group take a look at the various roles for notification of local officials and develop some recommendations/guidelines that DOE might use complex-wide.

Judith Holm and Betty Nolan noted that DOE abides by the DOT, NRC, and DOE regulations and Orders on notification of local officials. DOE must notify the Governors Designee. However, DOE recognizes that this has been an issue along transportation corridors.

Action

#4:

The Group agreed to examine this issue in more detail and look into better ways of getting appropriate information to local officials. This issue will be discussed further on a future call. The Senior Executive Forum Communications Working Group discussed this issue on May 14th. They suggested that UETC staff develop a matrix of State statutes and policies on local notification. This should be available prior to the July 1998 meeting.

The concluding section of the conference call focused on what guidance DOE currently gives on public communications. The Group decided that a brief 1-pager on what type of guidance Program Managers can use to develop public information.

Action

#5:

DOE participants were tasked with coming up with a one pager, with supporting documentation that illustrates the types of guidance, Orders, etc. available. UETC staff will serve as the coordination point. Audrey Adamson can be reached on (301) 564-5320/21 for FAX or emailed at: [aa\\_uetc@earthlink.net](mailto:aa_uetc@earthlink.net).

Late Update:

The Senior Executive Forum Communications Working Group held a conference call on May 14th. They are currently drafting a brochure, as part of Task 3(a) of the Senior Executive Forum Action Plans. This brochure is a guide for information on DOE shipping programs. It will explain DOE Program Missions, the regulatory requirements, and who to call. It will be inclusive of all DOE Programs with shipping campaigns.